

Department of Children and Families  
JOB OPPORTUNITY  
SECRETARY 1  
HARTFORD AREA OFFICE

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the current exam list for Secretary 1

**Location:** HARTFORD

**Job Posting No:** LW46421HFD

**Hours:** 1<sup>st</sup> Shift: Monday-Friday (40 hours)

**Salary:** \$41,440 - \$54,377 (New hires to State service start at the minimum salary range)

**Closing Date:** November 10, 2014

**Eligibility Requirement:**

Candidates must have applied for and passed the SECRETARY 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Duties consistent with the SECRETARY 1 job classification. Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).
5. **INTERPERSONAL:** Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit).
6. **PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements.
8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:**

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software, ability to take notes (shorthand, speedwriting or other method acceptable to supervisor).

**EXPERIENCE AND TRAINING**

**General Experience:** Two (2) years' experience above the routine clerk level in office support or secretarial work.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested candidates must submit a complete State application (CT-HR-12), resume, letter of intent, and three letters of reference from current or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references. Please reference posting number **LW46421HFD** on all correspondence. Applications packets may be mailed to the address listed below or faxed to 1-860-418-8005.

**DEPARTMENT OF CHILDREN AND FAMILIES**  
**250 Hamilton Street**  
**Hartford, CT 060106**  
**ATTN: Letonia Wright**  
**FAX # 860-418-8005**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.